



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday October 17, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

#### REGULAR MEETING 7:00 P.M.

##### **A. ROLL CALL and Pledge of Allegiance**

1. Call business meeting to order 7:00 p.m. – By President Graves.  
President Graves – Stated that we will take a moment of silence to recognize a young man from our Community, Austin Reed, who passed away.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Director Leete.

##### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

There was Public Comment Regarding:

- Safety concerns at Discovery Bay Boulevard and Highway 4 and Newport Drive. Letter was sent to Assemblymember Jim Frazier; reply has been received regarding an invitation to a future Board meeting and a presentation of the issues on Highway 4.

The discussion continued regarding the attendance of Assemblymember Frazier at a future meeting and with the approval of the Board, Staff will send an invitation with future dates of Board meetings and arrange the attendance.

##### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for October 3, 2018.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

##### **D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of September 2018.  
Project Manager Sadler – Provided the details of the September 2018 Monthly Operations Report.

##### **E. PRESENTATIONS**

1. Summer Jam/Lions Club Check Presentation.  
Recreation Programs Supervisor Kaiser – Provided the details of the check presentation.  
Lion's Club Representative Gutow provided additional details regarding the money raised. Pictures were taken.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Adoption of Resolution No. 2018-12 Increasing the Individual Expenditure Limits for the Town's Alternative Depository for Certain District Funds.  
Finance Manager Breitstein – Provided the details of Resolution No. 2018-12 increasing the individual expenditure limits for the Town's Alternative Depository for certain District funds. There was discussion regarding the increased amount and the exclusion.  
Motion by: Director Pease to adopt Resolution No. 2018-12 increasing the individual disbursement from the established alternative depository revolving fund account from \$100,000.00 to \$350,000.00 with the exception of Veolia Water invoices for monthly contractual services, inter-fund transfers, and Capital Improvement Project progress payments which shall be paid from the revolving fund account but not subject to the \$350,000.00 limit.  
Second by: Vice-President Mayer.  
Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.
2. Discussion and Possible Action Regarding the Recreation Services Department Annual Report.  
Recreation Programs Supervisor Kaiser – Provided the details and a presentation regarding the Recreation Services Department Annual Report.  
Motion by: Vice-President Mayer to accept the 2017/18 Recreation Services Department Annual Report with changes to the Fee Waivers (Bridge on the Lakes) and total fees waived should be 2017/18 not 2016/17.  
Second by: Director Pease.  
Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.
3. Discussion and Possible Action Regarding the Additional Striping of the Community Center Parking Lot.  
Recreation Programs Supervisor Kaiser – Provided the details regarding the additional striping of the Community Center Parking Lot. There was discussion regarding the additional striping of the Community Center Parking Lot and the cost of the project.  
Motion by: Director Pease to accept Staff recommendation to provide Community Center Parking Lot Additional Striping and accept the additional signage and bring the total project to approximately \$2,725.00 possibly more once Staff verifies prevailing wage.  
Second by: Director Steele.  
Public Comment Regarding:
  - Parking Lot spaces to be increased.President Graves – Clarification that if the Community Center Parking Lot Additional Striping is substantially more due to prevailing wage the Agenda Item will be brought back to the Board.  
Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.
4. Discussion and Possible Action Regarding the Adoption of Resolution No. 2018-13 Amending the Conflict of Interest Code for 2018.  
Legal Counsel Pinasco – Provided the details regarding the adoption of Resolution No. 2018-13 amending the Conflict of Interest Code for 2018.  
Motion by: Director Pease to adopt Resolution No. 2018-13 amending the Conflict of Interest Code to Reflect the Increase in the Gift Reporting Limit for 2019 and 2020.  
Second by Director Steele.  
Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.
5. Discussion and Possible Action Regarding the Award of Bid for the Newport PLC & SCADA System Upgrade Project.  
Water and Wastewater Manager Koehne – Provided the details of the Newport PLC & SCADA System Upgrade Project. There was discussion regarding contractor ICAD Lighthouse Electric and the timeframe for the project.  
Motion by: Vice-President Mayer to authorize the General Manager to sign a contract with ICAD Lighthouse Electric for this project.  
Second by: Director Pease.  
Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**G. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

Director Pease – Provided an update regarding the Parks and Recreation meeting related to the Dog Park, resident input, and a workshop with the residents and Staff. President Graves – Stated that he is interested in the workshop and would like to be notified once scheduled.

Director Pease – Provided an update regarding the Parks and Recreation meeting related to the Front Entrance improvements, and improvements to the pool – possibly expand the pool from 3 lanes to a 6 lane pool (competition size pool).

**2. Other Reportable Items – None.**

**H. MANAGER'S REPORT**

Water and Wastewater Manager Koehne – Provided an update regarding the Aquifer (depth of the water). There was discussion regarding the shut-down of the Wells.

**I. GENERAL MANAGER'S REPORT**

None.

**J. CORRESPONDENCE RECEIVED**

1. Received East Contra Costa Fire Protection District meeting minutes for September 10, 2018.
2. Received Contra Costa County Aviation Advisory Committee meeting minutes for August 9, 2018.
3. Received Contra Costa County Aviation Advisory Committee meeting minutes for September 13, 2018.
4. Received State Route 4 Bypass meeting minutes for September 13, 2018.

**K. FUTURE AGENDA ITEMS**

The regular meeting adjourned at 7:48 p.m. to the Closed Session.

**L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Pinasco – The Board is now adjourning into closed session regarding item M-1.

**M. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)

One Potential Case.

**N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Pinasco – Reporting from Closed Session on item M-1 and there is no reportable action.

**O. ADJOURNMENT**

1. The meeting adjourned at 8:00 p.m. to the regular meeting on November 7, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-23-18

<http://www.todb.ca.gov/agendas-minutes>